

TERMS OF REFERENCE

The Commonwealth Youth Peace Ambassadors Network (CYPAN) aims to bring together young people from across the Commonwealth to optimise grassroots, national, regional and pan-Commonwealth efforts that promote peace, respect & understanding and prevent violent extremism. These young people may range from community-level and policy-level peace advocates and creative. CYPAN aims at fostering collaboration between members and creates space for policy advocacy as it relates to peace.

Consultation on such a network was reignited in November 2015 at the Commonwealth Heads of Government Meeting in Malta where youth leaders from across the Commonwealth committed to the expansion of youth-led peace efforts across the various regions. The network was established with the support of the Youth Division of the Commonwealth Secretariat and in partnership with the Institute for Strategic Dialogue with funding from the Foreign and Commonwealth Office.

The leadership of the network consists of various coordinating positions. All of these are brought together under a Regional Coordinator.

1. REGIONAL RESOURCE AND MOBILISATION COORDINATOR

The main role of the Regional Resource and Mobilisation coordinator is to seek funding opportunities both regionally and internationally so that, regional and Country Coordinators can upscale their peace building initiatives in the region. The coordination of resources also can revolve around technical/human resources and networking with individuals and organisations globally who may be able to add value to such initiatives.

Specific duties include:

- Coordinate and identify in country and in region opportunities to acquire resources, coordinate with Country Coordinators to assist them with resource opportunities to enable them to roll out advocacy and campaigns.
- Coordinate along with Communications coordinator to create buzz on available resources for regional and country peace building efforts via all online platforms such as Facebook, twitter, WhatsApp, etc.
- Advocate and promote effective fundraising techniques and financial management of the network.
- Take the lead on setting the CYPAN budget, report and monitor the financial aspects of the CYPAN and will lead the resource mobilisation/fundraising efforts on behalf of the network.
- Be the signing authority on behalf of the network for financial, legal and statutory purposes.

2. REGIONAL POLICY AND ADVOCACY COORDINATOR

The main role of the Regional Policy and Advocacy Coordinator will be to promote peace building policies through various advocacy networks in the region with the aid of Country Coordinators during this phase of the project of network creation and establishment

Specific duties include:

- Provide strategic direction and leadership in planning, implementing and reviewing CYPAN's policy, advocacy and campaigning work at regional and country level.
- Research and compile comparative policy findings and best practices of peace building methodology and research.
- Share of current publications and Research Finding across the network.
- Organise advocacy-related events especially on the Regional Circuit on various programmes going on in different countries by different organisations.
- Derive new advocacy methods or creative and country-specific methods to move further ahead in their work.
- Be innovative in advising Country Coordinators on advocacy strategies according to policy
- Develop and facilitate the implementation of policies, declarations and reports which promote youth participation in peace building.
- Build and strengthen relationships with relevant stakeholders and engage with them to advance CYPAN policy objectives.

3. REGIONAL COMMUNICATIONS COORDINATOR

The main role of the Regional Communications Coordinator will be to coordinate all online platforms for a consistent exchange of information sharing amongst Country Coordinators and regional coordinators within the regional CYPAN Network as well as connecting the Regional Network to the other CYPAN affiliated Regional Networks.

Specific duties include:

- Coordinate strategic publicity for CYPAN and maintain the regional online platforms, weblogs, etc.
- Be well-versed in tools of engagement (social media, website, new technology) public relations and marketing.
- Be proficient in all forms of mass marketing and can drive the public relations aspect of the organisation.
- Coordinate all public relations of the CYPAN in the region.
- Be well-versed in web and graphic design, technical support and creative media platforms to disseminate and create links for communication.
- Be skilled in coordinating and reporting transcripts from meetings.

4. REGIONAL TRAINING, INNOVATION AND DEVELOPMENT COORDINATOR

The main role of the Regional Training, Innovation and Development Coordinator will be to coordinate and seek opportunities for network development and to connect peers or members with knowledgeable people in peace building through virtual and physical training opportunities.

Specific duties include:

- Coordinate with Country Coordinators to learn about organisational deficiencies and identify which training opportunities can enhance CYPAN members' efficiency.
- Connect and coordinate with peers in identifying appropriate training opportunities to enhance and upscale regional and country level advocacy efforts.

- Initiate and organise regular capacity building exercises that will provide a rich exchange and empower sharing opportunities for members of the network, both online and offline.
- Coordinate activities that work on the development of facilitation materials such as videos, documentaries, training manuals, tool kits, tech applications, comics and articles.
- Coordinate and mobilise regional coordinators to study and research various training opportunities for young people.
- Seek and create opportunities for training and development for coordinators, country representatives, members and citizens.

5. REGIONAL MEMBERSHIP AND PARTNERSHIP COORDINATOR

The main role of the Regional Membership and Partnership Coordinator is to create and maintain a database of key stakeholders in the peace building space in their region, and to engage them in initiatives of the regional CYPAN network.

Specific duties include:

1. Coordinate and maintain a database of all members and partners of the CYPAN.
2. Initiate membership drives, facilitated by Country Coordinators.
3. Identify and connect members and or organisations to build partnerships within CYPAN.
4. Coordinate with the Training, Innovative and Development Coordinator on partnership issues which may require training and development.
5. Coordinate with the Resource and Mobilisation Coordinator to create sustainable relationships between partners and members of CYPAN in each country and region.

COUNTRY COORDINATORS

The main role of the Country Coordinator will be to coordinate and harmonise the peace building work of the organisational and individual members in the country, with a focus on supporting innovative peace building campaigns. There will be a country coordinator identified for each Commonwealth country.

Specific duties include:

1. Serve as a link between the pan-Commonwealth and Regional CYPAN local communities.
2. Establish a working team at country level.
3. Oversee all of the network's operational activities at country level.
4. Coordinate fundraising, recruiting, Training and Management of network members in the country in close consultation with the Regional Executives Coordinating Committee.
5. Drive the implementation of network activities/programmes at country level.
6. Ensure the active participation of network members in major conferences, forums and events.
7. Establish partnerships with national organisations and institutions, entrepreneurs, government authorities, and other networks within the country.
8. Coordinate inter-organisational activities as a mentor.
9. Make regular reports on their mobilisation efforts via social media.
10. Establish pockets of peace builders (teams) in each country to continue the conversation and promotion of social cohesion and respect and understanding.

11. Coordinate and maintain regular contact with the Regional Executives Coordinating Committee.